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ABSTRACT

Two land-grant universities cooperated with the Extension Service and the National Agricultural Library to identify the knowledge and research base of Extension 4-H Youth Development education and to abstract/compile the foundation materials to strengthen research-based 4-H youth development education throughout the United States. The resources were subsequently sorted for the use of educators according to five basic component areas that comprise the identified knowledge base from which 4-H youth development proceeds: communication, educational design, youth development, youth program management, and volunteerism. This annotated bibliography was created by searching the AGRICOLA database and focuses on volunteerism. Subjects include: (1) staffing; (2) recruitment; (3) training and development; (4) supervision; (5) policy; (6) legal considerations; (7) leadership development; and (8) developmental needs of volunteers. In addition to being accessible electronically, hard copies of the publications are also available through the interlibrary loan system of university and local libraries. Directions for obtaining cited documents are provided. (ABL)

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A Professional Research and Knowledge Taxonomy for Youth Development: Volunteerism

Sandra L. Facinoli
Youth Development Information Center

Revised September 1989

National Agricultural Library
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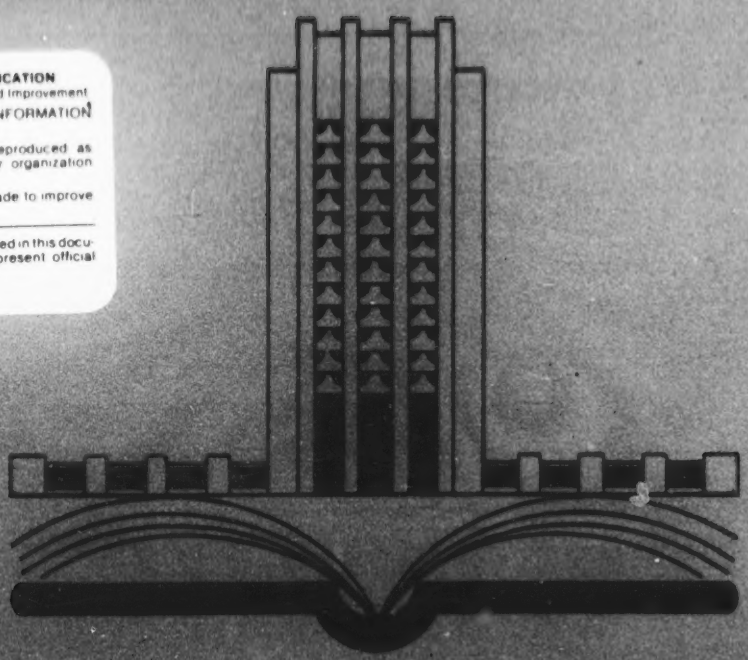

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A Professional Research and Knowledge
Taxonomy for Youth Development

Volunteerism

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United States Department of Agriculture

Special thanks go to NAL support staff, Becky Thompson

Background

The Professional Knowledge and Research Base of Extension 4-H Youth Development (4hprk) was a project funded by the Extension Service, U.S. Department of Agriculture. Two Land-Grant Universities cooperated with officials from the Extension Service and the National Agricultural Library (NAL) to identify the knowledge and research base of Extension 4-H Youth Development education and to abstract/compile the foundation materials to strengthen research-based 4-H youth development education throughout the United States.

Professional Research Knowledge Taxonomy Created

The Cooperative Extension Service, Mississippi State University completed the identification, collection, and annotation of works of research and inquiry related to Extension 4-H Youth Development from the academic, public and private sectors. The Ohio Cooperative Extension Service completed the identification and compilation of the knowledge base dimension of the project. This compilation represents the resources most frequently identified by Extension 4-H Youth Development professionals in the States as cornerstones for their educational programs.

The resources were subsequently sorted for the use of educators according to the five (5) basic component areas that comprise the identified knowledge base from which 4-H youth development proceeds: Communication, Educational Design, Youth Development, Youth Program Management, and Volunteerism.

Resources Housed at the National Agricultural Library (NAL)

A collection of resources identified as the 4-H professional, research and knowledge base (4hprk) is currently being assembled at NAL. Key research, books, and journal articles are being processed for the collection and subsequently added to AGRICOLA, NAL's national and international electronic database.

This bibliography, A Professional Research and Knowledge Taxonomy for Youth Development: Volunteerism, was created by using the identifier "4hprk volunteerism" during a search of the AGRICOLA database. Readers will find such subject matter as: staffing, recruitment, training and development, supervision, policy, legal considerations, leadership development, and developmental needs of volunteers.

In addition to being accessible electronically, hard copies of the publications are also available through the interlibrary loan system of university and local libraries.

Accessibility to published literature is one of NAL's goals. Please refer to the end of this bibliography for information on how to obtain copies of these items.

Youth Development Information Center
Established at the National Agricultural Library

One result of this tremendous effort has been the formation of a Youth Development Information Center. A joint project of the Extension Service and the National Agricultural Library, the Center's staff assist youth development professionals with accessing the resources of the Library. The staff also assist the National Association of Extension 4-H Agents as they continue to identify and abstract resources for the 4hprk collection.

The Center staff work with other youth development agencies and organizations in the establishment of national youth information networks. Staff also identify materials for the national collection.

Services offered by the Center's professionals include: answering specific questions, referring users to other agencies and organizations, and conducting literature searches in a variety of databases.

Availability of Cited Documents

Non-USDA Patrons

The materials listed in this bibliography are available on interlibrary loan through your local library. The librarian in your public, State, university, or corporate library can assist you in obtaining materials either in your area or directly from the National Agricultural Library (NAL). Current charges are:

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0001
Advisory councils a theoretical and practical guide for program planners /Jacquelyn M. Cole, Maurice F. Cole.
Cole, Jacquelyn M. ; Cole, Maurice F.,; 1933-. Englewood Cliffs, N.J. : Prentice-Hall, c1983. Includes index. xiii, 207 p. : ill. ; 24 cm. Bibliography: p. 195-199. (NAL Call No.: DNAL LC220.C64).
Abstract: This book is a comprehensive approach to training persons to utilize advisory groups in program development. The content focuses on the concepts, theories, instructional components, citizen involvement, and models of successful advisory council. It t contains practical information and applications on topics such as how to construct an agenda, how to conduct effective meetings, group decision making, interpersonl communications, and program planning through groups. Examples and illustrations are drawn from the Cooperative Extension Service.

0002
An analysis of the motivating potential of 4-H volunteer jobs compared to satisfaction and growth need expressed by New York 4-H volunteers /by Jonathan Whitney Bancroft.
Bancroft, Jonathan Whitney. 1985. Thesis (Ed. D.)--North Carolina State University, 1985. Typescript (photocopy)~ Vita. vii, 164 leaves : ill., form ; 28 cm. Bibliography: leaves 125-130. (NAL Call No.: DNAL S533.F66B365).
Abstract: This study deals with the search for information that will help 4-H professionals manage volunteers in middle management jobs. The reactions of 4-H volunteers to their volunteer jobs were analyzed. Volunteers who performed supervisory tasks were defined as middle managers and compared with non-middle managers. The motivating potential of the job, five measures of expressed satisfaction, and growth need strength were the key variables. A sample of 295 4-H volunteers returned a mailed questionnaire representing an 82.7 percent response rate. Middle managers as a group were not found to differ significantly from non-middle managers in their sex, age, education, tenure as volunteers, tenure in their present job or hours served. Middle manager's scores were higher than non-middle managers' in the motivating potential of their jobs (p. 10), their growth need strength (p. 01) and in benefit, growth and social satisfaction (p. 05). The t-test for differences in means was used in this analysis.

0003
An analysis of 4-H volunteer expectancies and outcomes in relation to motivation and turnover /by Robert L. Young.
Young, Robert L. 1985. Thesis (Ph. D.)--University of Nebraska--Lincoln, 1985. "June, 1985.". vi, 88 p. : ill. ; 28 cm. Bibliography: p. 67-71. (NAL Call No.: DNAL S533.F66Y55).
Abstract: The study was undertaken to gather information about the motivation of 4-H volunteers. Specifically, it was an effort to examine the valences of a variety of outcomes of volunteering; study motivation in relation to longevity and projected discontinuance; and test the value of a complete model of motivation. Using an instrument based on Vroom's Expectancy theory of work motivation, a stratified random sample of 760 4-H volunteers in Nebraska counties was surveyed. Sixty-five percent responded to a mail questionnaire. Results suggested that the most valued outcomes of 4-H volunteering are affiliative in nature. The highest rated outcome is the opportunity to be with family or children. Least valued outcomes included costs of time and money, and opportunities to advances in the organization. Motivation was shown to be predictive of projected discontinuance. Hypotheses associating expectancy model components with longevity were not supported.

0004
Andragogy as a relational construct.
Pratt, D.D. Washington, D.C. : American Association for Adult and Continuing Education. Adult education quarterly. Spring 1988. v. 38 (3). p. 160-172. Includes references. (NAL Call No.: DNAL LC5201.A38).
The author provides both a summary and analysis of major work done in adult education and learning. He suggests the examination of andragogical presuppositions of self-directedness and collaboration by considering three sets of interacting variables: situation, learner, and teacher. He discusses the effective balance reached in the teacher/learner relationship.

0005
Andragogy in action /Malcolm S. Knowles and associates.
: Knowles, Malcolm Shepherd.; 1913-. San Francisco : Jossey-Bass, 1984. Includes index. xxiv, 444 p. : ill. ; 24 cm. Bibliography: p. 423-433. (NAL Call No.: DNAL LC5215.A53 1984).
Abstract: "Andragogy in Action" goes beyond the principles and models of andragogy introduced in the author's earlier works to bring together a collection of case descriptions of how andragogical principles have been employed in the field. In the book, thirty-six case examples, submitted by individual contributors, are presented along with a discussion focusing on both the positive outcomes and less successful facets of implementation. The book opens with an overview of the development of Knowles' theories of andragogy plus delineation of a set of basic assumptions and key elements of the andragogical model. The thirty-six case examples are then presented according to the institutional setting in which the programs were conducted.~ Chapters are organized according to institutional applications of andragogy as follows: business, industry, and government; colleges and universities;

education for professions; continuing education for the health professions; religious education; elementary and secondary education; remedial education. Knowles concludes with his analysis of the overall effectiveness of andragogy across a wide variety of settings.

0006
An Annotated bibliography of volunteerism /compiled by the Mississippi Cooperative Extension Service through the Department of Agricultural and Extension Education at Mississippi State University ; project staff: Dr. Danny L. Cheatham, project director ... et al. .
; Cheatham, Danny L. Mississippi State, Miss. : MAFES and MSU Dept. of Agricultural and Extension Education?, 1986? . On cover: An Annotated bibliography-volunteerism.~ On cover: Volunteers for the future: youth involvement, middle management, cooperative extension, councils/committee.~ "...This project was made possible by a grant through the National 4-H Council from the W.K. Kellogg Foundation, Battle Creek, Michigan.". viii, 132 leaves ; 28 cm. (NAL Call No.: DNAL Z7164.V65A5).
Abstract: This a selected bibliography in three areas of volunteerism: boards and committees, middle management, and youth. Each section is preceded by a matrix of highly recommended resources. In each of the three areas there are three sections: literature, training materials, and resource people. There is a bibliographic entry and a short annotation of each listing.

0007
Applied psychology in personnel management /Wayne F. Cascio.
Cascio, Wayne F. Englewood Cliffs, N.J. : Prentice-Hall, c1987. Includes indexes. xv, 510 p. : ill. ; 25 cm. Bibliography: p. 462-497. (NAL Call No.: DNAL HF5549.C297 1987).
Abstract: Personnel psychology, as defined by the author, is the application of psychological research and theory to problems of organizational human resource utilization. Written for individuals with some background in personnel management and basic statistics, the overall objective of the author is to help the student or professional effectively integrate psychological theory with appropriate tools and methodologies for increasing organizational effectiveness. The book begins with a discussion of the pervasive nature of organizations in human society followed by an overview of the legal considerations of employment and personnel management.~ A conceptual model for viewing the personnel process is introduced in Chapter 3 where an open systems approach portrays the topical areas of job analysis and evaluation, human resource planning, recruitment and initial screening, selection, training, and performance appraisal as a network of sequential, interdependent components comprising a complex personnel process. The model presented in Chapter 3 provides a framework and structure for the rest of the book. Each of the topical areas of the personnel process is sequentially addressed in subsequent chapters. Other major topics covered include: the law and personnel management; measurement of individual differences; compensation and rewards; and ethical issues in human resource management. The book places great emphasis on the use of systematic and reliable procedures of measurement and assessment throughout the human resource management domain.

0008
Behavior in organizations /Lyman W. Porter, Edward E. Lawler, III and J. Richard Hackman.
Porter, Lyman W. ; Lawler, Edward E.~Hackman, J. Richard. New York : McGraw-Hill, 1975. xiv, 561 p. : ill. ; 25 cm. (NAL Call No.: DNAL HD31.P645).
Abstract: This book is designed to serve as an introduction to the study of individual behavior in organizations. Particular focus lies in the study of the interaction between individuals and organizations in a work environment. The book is organized into five parts. Part I includes a discussion of the nature of both individuals and organizations and presents a variety of viewpoints and theories for understanding and analyzing each. Part II investigates the initiation and development the relationship between organizations and individuals and the introduces basic concepts of career development processes. Structural processes affecting or influencing work behavior are discussed in Part III. Topics discussed include how contextual factors such as technology, society, environment, and human resources affect behavior; organizational design; and job design.~ Part IV deals primarily with the organizational functions of performace appraisal and evaluating and rewarding work effectiveness. Also included in Part IV is a discussion of the social influences on organizational members and performance. Part IV is devoted to the topical areas of planning, implementing, and evaluating organizational change efforts. Throughout the work, the authors place considerable emphasis on the analysis and implications derived from the material presented.

0009
A causal model of personal factors influencing participation in 4-H among adult volunteer leaders /Frederick R. Rohs.
Rohs, Frederick R. S.l. : s.n., 1982? . 14 leaves : ill. ; 28 cm. Bibliography: leaves 13-14. (NAL Call No.: DNAL S533.F66R66).
Abstract: The purpose of this study was to investigate the relationship betwen social background, personality and attitudinal factors and the participation of adult volunteers in the 4-H programs in Ohio. Findings indicate several social background factors were associated with continued participation,

length of service and level of involvement of 4-H volunteer leaders in this study. Social background factors positively associated with continued participation were: having children in 4-H and having a spouse as a leader. Step-wise regression analysis revealed that the social background factors of age, years as a 4-H member, children in 4-H and the occupational status along with the specific attitudinal factor, attractiveness of 4-H, directly influenced a volunteer leader's length of service. Thus, a leader's length of service increased in he/she were older, participated more years as a 4-H member, had children in 4-H, were not laborers and were more attracted to 4-H.

0010
Characteristics of effective trainers of volunteer 4-H leaders in southern California /by Margaret J. Frazee.
Frazee, Margaret J. 1983. Thesis (M.A.)--California State College, Bakersfield, 1983. "Project."~ Typescript (photocopy). iv, 77 leaves ; 29 cm. Bibliography: leaves 47-49. (NAL Call No.: DNAL S533.F66F79).
Abstract: The study was to determine the characteristics of successful trainers of volunteer 4-H leaders in southern California, and the importance of these characteristics to the training process. The study included descriptions of effective trainers by their trainees and professional staff, self-descriptions by the trainers, and results of the Myers-Briggs Type Indicator administrated to identified trainers. Six characteristics emerged as present to a high degree in the trainers and important for a trainer to possess. The six characteristics are "informed about 4-H," "understands kids," "dependable," "warm towards others," "organized," and "good communicator." The Myers-Briggs Type Indicator classifies people into eight basic types. Eighty-five percent of the leader trainers were classified into one of four types. These types share tendencies toward organization, logic, dependability, and perseverance.~ Three of the four types are people-oriented, exhibiting characteristics of warmth and sympathy along with a desire for orderliness and facts.

0011
Characteristics of 4-H volunteers who continue to be involved without children in the program a descriptive study /by Miriam E. Lowrie.
Lowrie, Miriam E. Polk County, Oregon? : Oregon State University Extension Service, 1987. "June 1987.". 16 leaves : ill. ; 28 cm. Bibliography: leaves 15-16. (NAL Call No.: DNAL HN79.O73V64).
Abstract: Fifty 4-H volunteers who continue to be involved without their own children in the program were interviewed in 4 states (1 per NAE4-HA Region), 3 counties per state. Purpose of the study was to discover common motivations, characteristics, operational techniques and philosophies among these long-time 4-H volunteers. Results how the majority are employed, leading with someone else, involded in other community activities, started when their children were school-age, and are over 55. They involve youth and others in planning and carrying out the club programs, they accept leadership positions beyond the club level and stay in 4-H because of "the kids."

0012
Children as volunteers /Energize Associates ; Susan J. Ellis, editor ; Katherine H. Noyes, Trina Tracy, Lawrence Wallace ; illustrations by Pat Steiner.
; Ellis, Susan J.~Noyes, Katherine H.~Tracy, Trina.~Wallace, Lawrence. Philadelphia, PA : Energize, c1983. 68 p. : ill. ; 28 cm. Bibliography: p. 65-66. (NAL Call No.: DNAL HQ784.V64C4).
Abstract: This guidebook focuses on how to adapt volunteer management principles in order to work effectively with children as volunteers and provides real-life examples shared by a wide variety of program managers and children. The book is directed at two audiences: leaders of volunteer programs (who should explore using children as volunteers) and leaders of children (who may want to enable their children to become involved in their community)

0013
A comparative study and field testing of recruitment, training and retaining of low-income volunteer in 4-H youth programs /co-directors, Anne L. Heinsohn, Robert B. Lewis, Anne E. Camasso.
Heinsohn, Anne L. ; Lewis, Robert B.~Camasso, Anne E. University Park, Penn. : Pennsylvania State University, 1981. "February 1, 1981.". viii, 34 leaves ; 28 cm. (NAL Call No.: DNAL S533.F66H43).
Abstract: The purpose of this project was to study the low-income volunteer and the characteristics which lead to successful recruitment of these people into 4-H youth programs. To accomplish this task 590 present and former 4-H volunteers from eight states were surveyed along with representatives from the state and county staffs of the same states and state and national leaders from other youth serving organizations. The results incidated that the low-income sample were quite similar to traditional volunteers regarding motivation to volunteer. Having a child in 4-H was as strong a motivating factor for low-income people as it was for traditional volunteers. It was also found that low-income people respond best to "personal invitation" recruitment methods (contacts made by 4-H staff, children, or a friend) rather than to media appeals.

0014
Developing effective and efficient local committees.
Dyer, D.A. ; Williams, D.M. Blacksburg, Va. : Extension Division, Virginia Polytechnic Institute and State University. Publication - Virginia

Cooperative Extension Service. 1988. (301-023,rev.). 20 p. ill. Includes references. (NAL Call No.: DNAL S544.3.V8V52).
This guide defines the "committee" and presents effectiveness principles in layman's terms. The authors discuss the purpose of committees, types and responsibilities. The duties of chairpersons and how to identify the right person for the job are outlined.

0015
Developing effective boards, councils, and commissions.
Dyer, D.A. ; Williams, O.M. Blacksburg, Va. : Extension Division, Virginia Polytechnic Institute and State University. Publication - Virginia Cooperative Extension Service. Dec 1987. (301-022). 20 p. ill. Includes references. (NAL Call No.: DNAL S544.3.V8V52).
This guide provides the basic functions of boards, their effect on their organization and board-staff management. Useful information for members of boards for volunteer agencies, staff, and administration is provided.

0016
Developing local community leaders.
Dyer, D.A. ; Williams, O.M. Blacksburg, Va. : Extension Division, Virginia Polytechnic Institute and State University. Publication - Virginia Cooperative Extension Service. Sept 1987. (301-021). 16 p. ill. Includes references. (NAL Call No.: DNAL S544.3.V8V52).
This guide provides useful information for the successful development of local leaders. Written in layman's language it explores leadership concepts, definitions, effectiveness factors and developing and assessing leadership abilities.

0017
The effective voluntary board of directors what it is and how it works /William R. Conrad, Jr. and William E. Glenn.
Conrad, William R. ; Glenn, William E. Athens, Ohio : Swallow Press, c1983. xix, 244 p. : ill. ; 23 cm.
Bibliography: p. 243-244. (NAL Call No.: DNAL HV41.C644 1983).
Abstract: This book is a mix of concepts and practical advice for the person serving on a voluntary advisory board. It gives a description of a typical board and how one works. It offers concrete examples of forms, by-laws, agenda, calendars, etc. for use with boards. The charts and procedures have all passed the tests of exposure and implementation. Each of the chapters contain information essential to board volunteers who wish to serve on an effective board. Virtually all areas of boards and boards management are covered. This updates the author's 1976 book with the same name.

0018
Employed women: valuable 4-H volunteers.
Whaples, G.C. ; Bordelon, J.M. Madison : Extension Journal, Journal of extension. May/June 1983. v. 21. p. 5-9. Includes references. (NAL Call No.: DNAL 275.28 J82).
Employed women continue to be a major source of 4-H volunteers. With the anticipated growth of numbers of women in the work force, increased planning is necessary to meet their needs. Volunteering can provide an opportunity for strengthened family relationships, serve as a creative outlet, or be a change of pace. The future of volunteerism will only be limited by the ability of professionals to tailor their programs to the expanding population of employed women. The days of lifetime volunteers are fading and future volunteer forces will be employed in greater number. The challenge for the volunteer coordinator is to involve more people. Long range planning and the use of seasonal and short-term volunteers are patterns that will blend well with employed volunteers. Handling the challenge will require dedicated and well-trained professionals resulting in a viable and expanding volunteer program that grows with the changing employment status of women.

0019
Enhancing the project meeting experiencea study of the impact of leader training on two levels in Bennett's Hierarchy.
Astroth, Kirk A. S.l. : s.n., 1985? . 6 leaves ; 28 cm. Bibliography: leaf 6 . (NAL Call No.: DNAL S533.F66A8).
Abstract: In the winter of 1984, a study of 163 project leaders was conducted to measure the impact of intensive, one-day, multi-county training sessions on KASA and practice change. Two surveys were used in a program dubbed the Reflective Evaluation and Appraisal Project (REAP)--REAP 1 was distributed immediately following the training while REAP 2 was mailed to a random sample of the original participants six months later. A 7-point rating scale (1=low and 7=high) was used. Results showed the leader confidence was high (5.1) as to the previous year (5.0). However, innovative learning strategies were not incorporated to any great extent by these project leaders--field trips and tours (1.6), local library resource people (4.5). Use of group-building activities by leaders was also relatively low (2.9). Most leaders reported holding at least 5 project meetings between the initial training and the second survey. About 53% reported conducting more than 6 project meetings.

0020
Factors associated with the decision of first-year 4-H advisors to discontinue after one year of service /by Kenneth Eugene Milliser, Jr.
Milliser, Kenneth Eugene. 1987. Thesis (M.S.)--Ohio State University, 1987. Typescript (photocopy). viii, 196 leaves

: ill. ; 28 cm. Bibliography: leaves 187-196. (NAL Call No.: DNAL S534.03M5).
Abstract: The purpose of this study was to test a model of suggested factors related to the decision of first-year 4-H advisors to drop out of volunteer programs. A mailed questionnaire was distributed to selected 4-H advisors in Ohio who were classified as active or non-active for a second year of service as of 1985. Chi square or t-test comparisons were run between groups, and a stepwise discriminant analysis was performed to ascertain the best predictor of the dependent variable, turnover. The best predictors were: 1. comminment, 2. expected to do but did not-affect, 3. expectations-overall evaluation, 4. satisfaction, 5. situational/climate, 6. No idea would do-affect, 7. First experience at 4-H, as they accounted for 40 percent of the variance in turnover.

0021
Factors contributing to the retention of volunteer 4-H club leaders in Ohio /by Nancy M. Bigler.
Bigler, Nancy M. c1982. Thesis (M.S.)--Ohio State University, 1982. Typescript (photocopy). vi, 97 leaves ; 28 cm. Bibliography: leaves 95-97. (NAL Call No.: DNAL S534.03B5).
Abstract: This study was to determine if a significant difference existed between continuing volunteer 4-H club leaders and those who have discontinued in their perception of: their motivation for volunteering, the method by which they were recruited to the 4-H program, the orientation program, the continual training program, and recognition received. The population studies was continuing and discontinuing volunteer 4-H club leaders in Ohio. There was no significant difference between the continuing and discontinuing volunteers on all variables except: number of years served as a 4-H club leader, geographic location, number of children in the family who have participated in 4-H. There was no significant difference between continuing and discontinuing volunteers on all variables except participation in a continual training program.

0022
Finding your way through the maze of volunteer management /by Sue Vineyard.
Vineyard, Sue. Downers Grove, Ill. : Heritage Arts, c1981. Includes index. 64 p. : ill. ; 28 cm. Bibliography: p. 27-33. (NAL Call No.: DNAL HN49.V64V56).
Abstract: This thin, paperback book is a reference guide for resources of volunteer management. It offers listings, descriptions and contact information. It covers resource organization and publications, volunteer groups, books, periodicals, and reference material. Each resource page has space for additional references and notes to be added by the reader. There is a chapter on professionalism and ethics and one with a vocabulary of volunteer terms.

0023
Guidelines for training 4-H adult volunteer leaders in Washington State Cooperative Extension /by Richard Alan Zabel.
Zabel, Richard Alan, 1951-. 1984. Thesis (master's)--Washington State University, 1984. ix, 110 leaves ; 28 cm. Bibliography leaves 90-94. (NAL Call No.: DNAL S533.F66Z3).
Abstract: This study was to identify the important and salient aspects of research literature on training 4-H volunteer leaders. Qualitative research methods were utilized to review the literature relating to assessment of volunteer and organizational needs, setting of training objectives, determining training program structure and content, conducting volunteer orientation, pre-service and in-service training, and program management and evaluation. Data were collected to suggest relationships, patterns and processes. Guidelines were synthesized to represent the important and salient aspects of training 4-H volunteers as indicated by research literature. Twenty-four guidelines were developed in a final form. Program planning implications were listed for the guideline which were most applicable to the development of training programs. The guidelines were applicable to all 4-H programs throughout the United States.

0024
Identification and selection of the appropriate leadership tasks for Ohio's teenage 4-H members /by Robert Louis Horton.
Horton, Robert Louis, 1953-. 1983. Thesis (Ph. D.)--Ohio State University. Typescript (photocopy). x, 198 leaves ; 28 cm. Bibliography: leaves 195-198. (NAL Call No.: DNAL S533.F66H6).
Abstract: This study was to compare 4-H agent, club advisor, and teenage member perceptions regarding the importance of selected leadership tasks for teenage 4-H members, and the extent to which teenagers should be involved in carrying out these leadership tasks; and examine the differences among agent, advisor, and member perceptions and formulate a set of recommended leadership tasks. Results reveal moderate to extreme ratings of importance and involvement for the 87 leadership tasks by agents, advisors, and members. The data also reveal that out of the 87 leadership tasks 4-H agents, club advisors, and teenage members agree on the level of importance of 48 leadership tasks and on the level of involvement of 53 leadership tasks. The leadership tasks identified by the state task force to represent the most recommended leadership tasks for Ohio's teenage 4-H members tended to be more highly rated leadership tasks by 4-H agents.

0025
Is a volunteer teacher system effective? /Dixie Porter Johnson.
Johnson, Dixie Porter. 1984. Caption title. 7 leaves ; 28 cm. (NAL Call No.: DNAL LB2844.1.V6J6).
Abstract: Concern about effectiveness of the volunteer teacher system especially in resource management is the problem addressed in this research. The data collected through mail questionnaires to Home Economics Extension agents with a 70 percent response rate. Findings indicate volunteer teachers can be just as effective as professionals in motivating people to make decisions and take action in resource and estate planning.

0026
Job facet satisfaction among North Carolina 4-H volunteers /by John Andrew Rutledge, Jr.
Rutledge, John Andrew, 1949-. 1979. Thesis (doctoral)--North Carolina State University, Raleigh, 1979. Vita. vi, 140 leaves : forms ; 29 cm. Bibliography: leaves 92-96. (NAL Call No.: DNAL S533.F66R89).
Abstract: This study was designed to provide information on level of job satisfaction among 4-H volunteers. Findings of a mailed survey indicated that people filling 4-H volunteer roles in North Carolina were largely satisfied with their work. Items with the highest correlation with overall job satisfaction measure were the following: (1) opportunity to do things you like to do, (2) competence of your agent to deal with human problems on the job, (3) degree to which you have been told in detail what is expected, (4) opportunity to use your abilities, (5) opportunity to work closely with your agent, (6) opportunity to become a better person as a result of your volunteer job, (7) degree to which those you work with on your volunteer job do the things they have promised to do.

0027
The Journal of volunteer administration.
Boulder, CO : Association for Volunteer Administration,. The Journal of volunteer administration. Description based on: 2.1 (fall 1983); title from cover. v. : ill. ; 27 cm. (NAL Call No.: DNAL HV91.J68).

0028
Key volunteers strengthen the 4-H program a reference paper for Building a Strong Traditional 4-H Program Through Middle Management, Denver, Colorado, March 9-12, 1986 /by B. Alan Snider.
Snider, B. Alan. 1986? . ii, 15 p. ; 28 cm. Includes bibliographical references. (NAL Call No.: DNAL S533.F66S65).
Abstract: Key volunteers' involvement in program management roles is strengthening the 4-H program in a number of commu.ities around the country. Many of the people who are presently involved with the program feel they are getting outstanding results as a result of sharing the leadership in accomplishing important 4-H objectives. Extension agents play a key role in the direction and leadership of the 4-H program. Their educational and leadership role has expanded through the involvement of effective volunteers who have taken more ownership of the program. Effective skills are needed by agents to successfully manage a 4-H program that involves key volunteers. One of those vital skills is enabling other people and being willing to share the responsibility of the program with volunteers.

0029
Models of health and human services in the nonprofit sector proceedings of the Fourteenth Annual Meeting of the Association of Voluntary Action Scholars, Oct. 1-4, 1986, The Pennsylvania State University, Capital College, Harrisburg, Pa. /edited by Drew Hyman and Kurt Parkum.
; Hyman, Drew.~Parkum, Kurt. University Park, Pa. : The Association, c1985. viii, 450 p. : ill. ; 22 cm. Includes bibliographies and index. (NAL Call No.: DNAL HN90.V64A8 1986).
Abstract: This conference examined emerging models and approaches to health and human services. Part I addresses issues of management in nonprofit organizations (changing roles of private/nonprofit organizations, board-staff relationships, legal issues and high-tech computerization). Part II deals with economics and the not-for-profit sector (contracting, private-nonprofit relationships, and "new economics"). Part III provides a broader perspective on social movements and community development (definition, transformation, and relationship between ideals and action). Part IV focuses on public policy research in the nonprofit sector (joint venturing, strategic marketing, and franchising). Part V presents models for volunteering in health and human services (training, evaluation and development). Part VI raises a number of key ethical and philosophical issues in health and human services (compatibility of democracy and bureaucracy, ethnics of not-for-profit managers, and moral reasoning of human service professionals)

0030
Motivating the adult 4-H volunteer.
Henderson, K.A. Madison : Extension Journal. Journal of extension. Jan/Feb 1981. v. 19. p. 19-27. Includes references. (NAL Call No.: DNAL 275.28 J82).
A Minnesota study of 200 adult 4-H volunteers were surveyed on what their motivations for volunteering in 4-H were. The areas were why do adults volunteer; are adult volunteers motivated most by affiliation, power, or achievement needs; and what relationships exist between the characteristics of volunteers and their motivations. The results showed the major reason why adults volunteer was to be with their children. Other responses were; to help people, liked being associated with youth, and wanted to

have an influence on how people learn and grow. When the reasons listed were broken into groups, 84 per cent were motivated by affiliation reasons. Volunteers are an essential part of an organization such as 4-H, but the volunteer experience can also be an important part of the life of the volunteers themselves. Extension staff working with 4-H volunteers should keep motivations in mind when determining tasks and when recruiting, training, and supervising volunteers.

0031
Ohio 4-H agents' and volunteer leaders' perceptions of the volunteer leadership development program /by Joseph A. Kwarteng.
Kwarteng, Joseph A. c1985. Thesis (M.S.)--Ohio State University, 1985. ix, 101 leaves : map ; 28 cm. Bibliography: leaves 100-101. (NAL Call No.: DNAL S533.F66K85).
Abstract: This study considered the perceptions of 4-H agents and volunteer leaders in areas identified under the volunteer leadership development program: recruiting, training, motivations, recognition, retention, and supervision. The populations were Extension 4-H agents and 4-H volunteer leaders in Ohio. A random sample of ten 4-H agents and 320 volunteer leaders was drawn from ten stratified and randomly selected counties and served with mail questionnaires. Measures of central tendency, percentage distributions, frequencies, t-tests of significance, Pearson correlation coefficients, Spearman rank order correlations, and point biserial correlations were employed in the analysis. No significant differences were found between 4-H agent and volunteer leaders on their perceptions of recruiting, training, and supervision. Significant differences existed between them on perceptions of motivation, recognition, and retention.

0032
Perceptions of the effectiveness of 4-H volunteer key leaders as held by key leaders and county 4-H agents in Ohio /by Marsha Lynn Richey.
Richey, Marsha Lynn. 1986. Thesis (M.S.)--Ohio State University, 1986. vi, 66 leaves : 28 cm. Bibliography: leaves 65-66. (NAL Call No.: DNAL S533.F66R55).
Abstract: This study was conducted to identify the relationship of selected variables with the perceived effectiveness of 4-H volunteer key leaders as held by county 4-H agents in Ohio and the key leaders with whom the agents worked. The implications of this study indicate the 4-H agents and the key leaders perceived the position of key leader as beneficial to the 4-H program. However certain demographic information concerning the key leader volunteer may not be as valuable as previously thought. This information could also affect volunteer training.

0033
Perceptions of 4-H club advisors toward handicapped individuals /by Charles L. Rigsby.
Rigsby, Cindy L. 1981. Thesis (M.S.)--Ohio State University, 1981. v, 68 leaves ; 28 cm. Bibliography: leaves 52-56. (NAL Call No.: DNAL S533.F66R56).
Abstract: One objective was to measure the attitude of current 4-H advisors in Ohio toward handicapped individuals. This attitude measure was then compared with six independent variables to determine what, if any, degree of association occurred. All respondents scored either in the medium or high category on the Attitude Toward Handicapped Individuals scale. The age, sex, if advisors had children of their own in 4-H type of 4-H club, and training in working with handicapped persons showed no degree of association with attitude measure. Experience in working with the handicapped showed no degree of association with attitude scores, however the rating of that experience (very unfavorable to very favorable did show a low degree of association. The creative development of activities in which 4-H advisors can have a successful cooperative experience with handicapped persons is needed. Such activities may reduce attitudinal barriers toward handicapped individuals.

0034
Perceptions of 4-H leader qualifications /by Gaylan G. Scofield.
Scofield, Gaylan G. 1986. Caption title.~ "December 1986."~ Typescript (photocopy). 7 leaves ; 28 cm. Bibliography: leaf 7 . (NAL Call No.: DNAL S533.F66S392).
Abstract: The major purpose of this study was to determine the qualifications of volunteer 4-H leaders. More specifically, the study was designed to (1) identify the perceptions of volunteer 4-H leaders about the qualifications needed by 4-H leaders, (2) determine factors that influenced 4-H leaders to become involved in 4-H work as a leader, (3) compare the various characteristics that volunteer leaders possess and how they relate to their perceptions of the 4-H leader roles, and (4) determine the training needs of volunteer adult leaders. Leaders expressed a strong desire to understand their duties as a leader. They were interested in becoming more effective in fulfilling their leadership role as a 4-h leader. They also indicated methods they preferred to receive training information--group meetings, hands-on workshops, newsletters, bulletins, personal visits, and video tape.

0035
Perceptions of 4-H organizational leaders about their leadership capabilities and functions, St. Landry Parish, 1982 /by Margaret Hodges Frey.
Frey, Margaret Hodges, 1950-. 1982. Thesis (M.S.)--Louisiana State University and Agricultural and Mechanical College, 1982. Vita.~

Abstract inserted.~ "December 1982.", ix, 89 leaves : ill., forms ; 29 cm. Bibliography: leaves 80-82. (NAL Call No.: DNAL GV181.4.F7).
Abstract: This study was to determine leader participation in 4-H and self-perception of leadership capabilities and functions as related to age and leader tenure. The participants of this study were the total population of St. Landry 4-H organizational le aders. Personal interviews were conducted with each of the participants. Frequency distribution, analysis of variance, correlation coefficient and chi-square procedures were used for statistical analysis. The results indicated that the majority of 4-H leaders were female, black, 31-40 years of age, and had a bachelor's degree. Highly significant relationships were observed between leader understanding of 4-H functions and age, tenure in St. Landry Parish and total tenure.

0036
Recruiting and training volunteers /Paul J. Ilsley, John A. Niemi.
Ilsley, Paul J. ; Niemi, John A. New York : McGraw-Hill, c1981. Includes index. x, 150 p. : ill. ; 24 cm. Bibliography: p. 142-146. (NAL Call No.: DNAL LB2844.2.I4).
Abstract: This book examines voluntarism in adult education, both how to introduce volunteers into existing programs and how to plan future programs that incorporate volunteers. The text begins with the initial decision to use volunteers and concludes with the final step of evaluating their performance. Topics discussed: roles and responsibilities of a volunteer coordinator; the selection process; training volunteers; and working climates. Practical examples, charts, sample forms, diagrams, and case studies help illustrate the discussions.

0037
Research in volunteerism.
Stone, B.N. Boulder, CO : Association for Volunteer Administration. The Journal of volunteer administration. Bibliography. Fall 1983. v. 2 (1). p. 19-24. (NAL Call No.: DNAL HV91.J68).
This article presents information about ways of finding research and a beginning summary of graduate research about volunteerism. The research reports are grouped under the headings; Advisory Councils/Boards, Characteristics of Volunteers, Cross Cultural, 4-H, Organizations, Paid Staff, Power, Recruitment/Retention, Training, and Volunteer/Paid Staff.

0038
Research In Volunteerism update /Darlene A. Palmer, Barbara N. Stone.
Palmer, Darlene A. ; Stone, Barbara N. 1984? . Cover title. 8 leaves ; 28 cm. Bibliography: leaves 3-8. (NAL Call No.: DNAL HN49 .V64P3).
Abstract: This paper updates the earlier The Journal of Volunteer Administration article on research Volunteerism. Ways of finding research and a summary of graduate research about volunteerism are presented. In this article, research is grouped under slightly different headings: Cross Cultural, 4-H, Findings, Organizations/Organizational Interactions, Programs, Recruitment/Retention, Training and Volunteers/Volunteering.

0039
Rhode Island 4-H leadership development impact study /J. Whitney Bancroft, research supervisor ; Gail P. Yeiser, researcher.
; Bancroft, Jonathan Whitney.~Yeiser, Gail Poffenberger,; 1953-. Providence, R.I. : Rhode Island Cooperative Extension, 1985 . Cover title.~ "November, 1985."~ "Control number RI 31 I5.". iii, 45 leaves ; 28 cm. Includes bibliographies. (NAL Call No.: DNAL S533.F66R3).
Abstract: This report assesses youth programs that develop leadershop skills in order to determine the relationship between 4-H leadership development programs and adult leadership behavior. Adults with 4-H experience as youth and a sample of 4-H adults we re interviewed. 4-H experiences and adult leadership behavior are examined. Program methods were compared to determine how they relate to leadership development.

0040
Role perception of leaders and agents in the 4-H program, Acadian Extension District, Louisiana /by Robert F. Richard.
Richard, Robert F. 1953-. Baton Rouge, LA : Louisiana Cooperative Extension Service, Louisiana State University Agricultural Center, 1983. Summary of thesis (M.S.)--Louisiana State University, 1983. Cover title.~ "The Findings from extension studies."~ "Summary. 8 leaves ; 28 cm. (NAL Call No.: DNAL S533.F66R54).
Abstract: The purpose of this study was to identify certain job perceptions of 4-H leaders and 4-H agents in the Acadian district of the Louisiana Cooperative Extension Service. Data were obtained through questionnaires given to 25 perent of the 4-H leaders, selected at random, and 100 percent of the 4-H agents. Responses of leaders and agents were compared and conclusions drawn. No relationships were found between the 4-H leaders' perception of their job and the following variables: tenure of the leader, method by which the leader became involved with the 4-H program, reason the leader has remained with the 4-H program. Four-H agents, however differed greatly in their perception of job responsibilities when the variable of tenure was studied. New agents felt they should perform all tasks associated with the 4-H program, whereas more experienced agents expected the 4-H leader to assume responsibility for many of the tasks.

0041
Self-assessment of leadership skills by 4-H volunteer leaders in the Southern region of the United States /by Martha Elaine Couch.
Couch, Martha Elaine. c1980. Thesis (Ph. D.)--Texas Tech University, 1980. Typescript (photocopy). viii, 133 leaves ; 28 cm. Bibliography: leaves 102-106. (NAL Call No.: DNAL S533.F66C69).
Abstract: The major problem of the investigation was to determine if there were significant differences in the skills volunteer 4-H leaders perceived that they had when they classified according to various variables. The purposes of the study were 1) to determine how current 4-H volunteers rate themselves on 29 volunteer leader skills and 2) to determine the level of community leadership development provided by the 4-H program. The sample consisted of 317 4-H volunteer leaders who attended the 1979 Southern Region Leader Forum. The 4-H Volunteer Leader Skills Survey Instrument was presented in the form of a self-rating scale to determine the degree to which 4-H volunteer leaders believed they possess 29 4-H leadership skills. Using this same survey instrument, leaders were asked to rate themselves on six perceived general leadership skills before and after they became 4-H leaders. Also, general demographic information was requested on the survey instrument.

0042
Social background, personality and attitudinal factors influencing the decision to volunteer and level of involvement among adult 4-H leaders /by Frederick R. Rohs.
Rohs, Frederick R., 1946-. 1982. Thesis (Ph. D.)--Ohio State University, 1982. Typescript (photocopy). xii, 155 leaves ; ill., map, form ; 28 cm. Bibliography: leaves 151-155. (NAL Call No.: DNAL S533.F66R63).
Abstract: The social background, personality and attitudinal factors influencing the decision to volunteer and level of involvement among adult 4-H leaders was studied. The Smith Sequential Specificity Model of Voluntary Participation was used to hypothesize the influence of these factors on voluntary participation. The measures of voluntary participation were continued participation as a 4-H leader, years of service as a 4-H leader, hours spent per month at the local level, hours spent per year at area and state events. The strongest associations were found between voluntary participation and the social background factors of age of leaders and length of residence in the community. Analysis revealed that the factors age, years as a 4-H member, whether children were in 4-H or not, and attractiveness of 4-H had a direct positive influence on a leader's length of service and the occupational status of laborer has a direct negative influence on length of service.

0043
Social planning and human service delivery in the voluntary sector /edited by Gary A. Tobin.
; Tobin, Gary A. Westport, Conn. : Greenwood Press, 1985. Includes index. xxx, 290 p. : ill. ; 22 cm.
Bibliography: p. 261 -276. (NAL Call No.: DNAL HN90.V64S66).
Abstract: This book is a collection of twelve readings, each presented by a different author. The introduction, "Planning and the Voluntary Sector" is written by the editor. The book's content focuses on formal social service volunteer work conducted by volunteers "who engage in activities under the auspices of some organization or formal group". Special emphasis has been given to readings which deal with formal volunteers providing work to private or public human service agencies. In Part I, chapters address voluntary sector structures. Chapters include: "The Historical Role of the Voluntary Sector in Human Service Delivery in Urban America; "The Urban Voluntary Sector: An Exploration of Basic Issues"; "Religious Groups and Institutions"; "Serving the Needs of Children: Child Care in the Voluntary Sector"; "The Politics of the Voluntary Sector"; "The Domain of Private Social Welfare:~ Comparisions between the Public Sector and the Voluntary Sector"; "The Role of City Government". In Part II, voluntary sector planning issues are covered. Chapters are: "Ethics in Planning in the Voluntary Sector"; Defining needs Identification for the Voluntary Sector"; "Strategic Planning in the Voluntary Sector"; The Planning Structure of Voluntary Organizations: The Relationship of Professional Staff to Lay Leaders"; "Volunteerism: Attracting Volunteers and Staffing Shrinking Programs". Chapter notes and a bibliography are provided.

0044
Start right: job descriptions are a must for volunteers.
Ensman, R.G. Jr. Chevy Chase, Md. : National 4-H Council. 4-H leader : the national magazine for 4-H. Aug/Sept 1987. v. 65 (6). p. 36, 38. (NAL Call No.: DNAL S533.F66F48).
The article discusses the need for organizations to develop job descriptions for "hiring" volunteers. Job descriptions enable organizations to effectively recruit, train, retrain, and manage volunteers. The author outlines and describes seven items typically included in a job description: position title, position summary, responsibilities, service committment, supervision, qualifications, and benefits. Tips for writing effective job descriptions are included.

0045
A study of factors associated with the tenure of local 4-H leaders in Idaho /by Raynold David Davis.
Davis, Raynold David, 1925-. 1981. Thesis (M.S.)--University of Idaho, 1981. 2, v, 82 leaves : forms ; 28 cm.

Bibliography: leaves 63-64. (NAL Call No.: DNAL S533.F66D3).
Abstract: This study was to determine if there were factors that could be used to select as 4-H leaders those individuals who would be more apt to continue in the 4-H program over a period of years. The sample was selected from leaders and former leaders in the Idaho volunteer 4-H leader program. Factors that affect the retention and preference of leaders were found to be: most former leaders (42.5%) were from one-leader clubs; community-type clubs had the greatest leader tenure; leaders believe the ideal number of members per leader to be 6-10 youth; jobs rated as much more inconvenient for leaders to perform included serving on camp staff, maintaining parent participation and developing parent interest; data revealed most leaders (74.8%) received training from personal study rather than leader training meetings (32.6%).

0046
A study of the 4-H key leader system in South Dakota /by Arlinda K. Nauman and Gary A. Goreham.
Nauman, Arlinda K. ; Goreham, Gary. 1986. Paper presented at the meeting of the National Association of Extension 4-H Agents, Hershey, PA. x, 212 leaves : ill., forms ; 28 cm. Bibliography: leaves 112-114. (NAL Call No.: DNAL S533.F66N35).
Abstract: This study was to determine: (1) How widely the Key Leader System (KLS) was being utilized in South Dakota; (2) How effective the KLS was in increasing the retention rates o volunteer leaders; (3) How effective the KLS was in increasing the retention rates of the 4-H members; and (4) How effective the KLS was in improving the quality of 4-H members' projects. Data were collected in three segments: surveys to county staff, 4-H members and volunteer leaders; follow-up interview with a selected group; and the number of ribbons awarded at the South Dakota State Fair for 1981 and 1984. After analyzing the data, it appears that the KLS is beginning to have a positive impact on the 4-H program in South Dakota but could have a much greater impact if fully implemented. Data gathered strongly supports continuing and expanding the KLS in South Dakota.

0047
A study of 4-H leader effectiveness utilizing the expanded contingency model /by Richard Raymond Angus.
Angus, Richard Raymond, 1930-. 1981. Thesis (Ph. D.)--University of Maryland, 1981. Typescript (photocopy)~ Vita. vii, 71 leaves : ill., forms ; 29 cm. Bibliography: leaves 66-71. (NAL Call No.: DNAL S533.F66A55).
Abstract: This investigation attempted to validate an expanded version of Fiedler's Contingency Model of leadership effectivness. Hardy and Bohren proposed a 16-celled expansion of Fiedler's Model that included the dimension of organizational complexity. This study utilized the 16-celled model under conditions of low complexity of organizational structure in predicting effective leadership in 4-H clubs. The subjects were organizational 4-H leaders and project leaders in the Maryland 4-H program. It was assumed that projects involved a high degree of structure, whereas organizational activities were assumed to be unstructured in nature. Both inexperienced and experienced leaders were studied in order to determine conditions under which task oriented versus human relations oriented leaders are more or less effective based on the leader's experience and nature of task.

0048
Supervision of volunteers in the Illinois 4-H and youth program /by Lynn Vernice Riskedal.
Riskedal, Lynn Vernice. 1985. Thesis (M.A.)--University of Illinois at Urbana-Champaign, 1985. viii, 102 leaves : forms ; 29 cm. Bibliography: leaves 101-102. (NAL Call No.: DNAL S533.F66R52).
Abstract: The purpose of this study was to determine which supervisory skills are currently utilized in the relationship between the volunteer and the professional in the 4-H program, and to determine the perceptions of the volunteers and the agents on the concept of supervision in the 4-H program. The study showed that Extension agents say they utilize the supervisory skills when communicating with volunteers. However, it found a discrepency between the agent's and the volunteer's perceptions on the use of constructive criticism and initial training which is received. An accepting attitude toward supervision by volunteers and agents can be concluded from both volunteer and agent responses. These responses were in regard to knowledge of club activities and the methods of informing the agent. An acceptance of supervision is also shown in the positive response to conference which are held between the volunteer and the agent.

0049
A survey of adult volunteer leaders in the Hawaii 4-H program /prepared by Vivian C. Ishizaki.
Ishizaki, Vivian C. Washington, D.C. : National 4-H Council, 1983 . Caption title.~ "Salute to excellence, 1982-1983.". 17 leaves : form ; 28 cm. (NAL Call No.: DNAL S533.F66I82).
Abstract: Hawaii's 1983 representative to the Salute to Excellence program conducted by the National 4-H Council under the sponsorship of R. J. Reynolds Industries, Inc. completed a statewide survey to develop a profile of the state's 4-H volunteers. The basic purpose was to collect and process information on the state's 4-H volunteers to determine their contributions to the program, their interests, concerns, and backgrounds. The study revealed the amount of time and money 4-H leaders invest as well as their self-determined needs based on their unique experiences, employment,

income and personal family situations. Data for the survey were collected via mail survey instruments sent directly to 4-H leaders. A 39% (N=203) return rate was achieved.

0050
A Taxonomy of the Knowledge Base for 4-H Youth Development Education phase 1 /Charles W. Lifer, project director ; Gary W. Gerhard, researcher.
; Lifer, Charles W.~Gerhard, Charles W. Washington, D.C. : Cooperative Extension System, 1987. Final report.~ "A project conducted jointly by the 4-H Youth Development Unit of the Cooperative Extension Service and the United States Department of Agriculture, Science and Education/Extension Service"--Cover.~ August 1987.~ OSU-PRK-1. 1 v. (various pagings) : ill. ; 28 cm. (NAL Call No.: DNAL aS533.F66T3).
Abstract: The Knowledge & Research Base of Extension 4-H Youth Development is funded by the Extension Service of the United States Department of Agriculture, Science and Education Office. Two Land-Grant Universities cooperated with officials of USDA and the National Agriculture Library, Beltsville, Maryland, to identify the knowledge and research base of Extension 4-H Youth Development education and extract/compile the foundation materials for a dat&base to strengthen researched based 4-H youth development education throughout the United States of America. Lists of Books, Journals, Associations, Organizations, In-Service Education in Cooperative Extension Services, Knowledgeable Individuals, Coursework, and Other Resources have been sorted for the use of educators according to the five basic component areas that comprise the identified knowledge base from which 4-H youth development proceeds: Communication; Educational Design, Youth Development, Youth Program Management, and Volunteerism.~ This information will comprise the underpinnings of an electronic database entitled "4h prk" to be housed at National Agriculture Library (NAL) and accessible both electronically and hard-copy loan to youth development educators through the AGRICOLA and Inter-library loan systems.

0051
Training volunteers to train volunteers : North Central Leaders Forum 1983 /Faye Caskey.
Caskey, Faye. S.l. : s.n., 1983? . 5 leaves ; 28 cm. (NAL Call No.: DNAL S533.F66C3).
Abstract: This follow-up study of the 1983 North Central Regional Leader Forum asks what volunteer leaders do when they return home after such a training experience. The survey reports responses of 191 participants nine months later. Fifty-four percent of those attending the Forum returned the survey. Eighty-nine percent of the respondents report that they conducted leader training. Other data reported include resources most useful to trainers, publicity generated, outreach to new populations, solicited donor contributions, contributions directly to 4-H, leadership roles, and levels of expected influence. The article examines questions of strategy for increasing effectiveness of volunteer training experiences.

0052
The volunteer organization handbook /by Marie Arnot, Lee J. Cary, Mary Jean Houde ; editor, Jane Janey.
Arnot, Marie. ; Cary, Lee J.~Houde, Mary Jean.~Janey, Jane. Blacksburg, Va. : Center for Volunteer Development, Cooperative Extension Service, Virginia Polytechnic Institute and State University, c1985. x, 182 p. : ill. ; 23 cm. (NAL Call No.: DNAL HN90.V64A7).
Abstract: This handbook is designed for volunteer leaders who want to be more effective. Step by step guides are given for leading groups to effective action through self instruction and for helping individuals with specific problem situations. Some of the special topics covered include essentials for effective meetings, tips for discussion leaders, forming partnerships, financing special projects, etc. Training materials for volunteers interested in effective group action are also included. The author states that much of what volunteer leaders need to know can be learned on their own.

0053
Youth development competencies desirable for Arizona volunteer 4-H leaders /by Gerald Wayen Olson.
Olson, Gerald Wayne. 1984. Thesis (M.S.)--University of Arizona, 1984. xi, 116 leaves ; 28 cm. Bibligraphy: leaves 113-116. (NAL Call No.: DNAL S533.F6604).
Abstract: The study identified 46 youth development competencies desirable for Arizona volunteer 4-H leaders to possess. The target population consisted of active 4-H leaders and all 4-H agents in Arizona. A mailed questionnaire was utilized. Differences b etween leaders and 4-H agent perceptions of the needed youth development competencies were determined. The findings indicated that 46 out of the 71 competencies were identified as "very important" by leaders or agents. The ranking of the competencies by leaders and agents were very similar. Competencies identified by both leaders and agents showed very few statistically significant differences.

0054
4-H leader perception of support by club member's parents /Judy S. Baillere, Sara Crane.
Baillere, Judy S. ; Crane, Sara. New Jersey? : s.n., 1988 . Cover title.~ Supported by research grants from the New Jersey Extension Service. 35 leaves : 28 cm. (NAL Call No.: DNAL S533.F66B32).
Abstract: This research project was developed to investigate the concept that the degree of support 4-H parents give to a 4-H Club Leader or that Leader perceive they are receiving effects

their length of tenure, and that to the degree of parental support varies according to the 4-H program/project the leader manages. Two hundred and six 4-H Leaders in four New Jersey counties were surveyed by mail with stamped return envelopes and one hundred and fifteen responded. This was survey analyzed, by computer, against biographic data. Findings: 4-H Club Leaders perceive they are receiving support from parents of their 4-H members in direct correlation with their request for help. The amount of support by 4-H parents varies according to the type of project work done in the Club. Parent support as measured in this study had minimal effect on length of Leader tenure. Conclusions: Leaders who remain in the program feel they are adequately supported by parents, but perceived degrees of support vary with club project work.

0055
4-H volunteer leader motivation/recognition study /J.H. Hiller.
Hiller, J. H. 1986. 17-20, 8, 5 p. : ill. ; 28 cm. Bibliography: p. 20. (NAL Call No.: DNAL S533.F66H53).
Abstract: Questionnaires were sent to a systematic random sample of 500 adult volunteer leaders in the Washington 4-H program in July 1985 to learn: (1) the main motivators of adult volunteers serving as 4-H leaders, and (2) the ways 4-H leaders prefer being rewarded for their services. Conclusion from this study and two comparison studies were; (1) adult 4-H leaders respond to all 3 motivators - affiliation, power and achievement, with the affiliation motive ranking the highest, (2) intrinsic rewards such as reaching a personal goal and being accepted as a person were more highly valued than the traditional rewards such as certificated, pins, name/photo in newspaper. This study implies that the motivational preference of adults is an important consideration in recruitment, placement and recognition effort of leaders for the 4-H program.

0056
4-H volunteerismvolunteer recruitment and training : impact study.
Mayaguez : University of Puerto Rico, Mayaguez Campus, College of Agricultural Sciences, Agricultural Extension Service, 1988 . Cover title.~ "FY-1987."~ "PR54IS.". iii, 91, 17 leaves : ill., forms ; 28 cm. Bibliography: leaves 72-73. (NAL Call No.: DNAL S535.P9F6).
Abstract: This study was conducted to determine the effectiveness of Extension personnel in recruiting, training, and retaining volunteers. An adjunct objective was to determine the impact of volunteers in 4-H enrollment. Forty-eight percent of the Extension staff and thirty percent of the volunteer leaders participated in the study. Study findings included: a need for increased staff and volunteer training in recruiting, training, and retaining volunteers; that volunteer training does not contribute to increased youth enrollment in Puerto Rico; and a need to develop a computer system for recording 4-H enrollment.

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